



Guil-Rand Fire Department

Operational Permit Application

Exhibits and Trade Shows



This application for an Operational Permit is required for exhibits and trade shows regulated by the North Carolina Fire Code (NCFC), applicable NFPA standards, and all applicable state, federal, and local laws and ordinances.

Section 1 – Permit Type

Permit Type (check all that apply):

- New Permit
- Renewal
- Modification / Change of Use
- Temporary Operation

Description of Operation (include processes, activities, and purpose):

Section 2- Applicant Information

- **Applicant / Event Organizer Name:** _____
- **Company / Organization:** _____
- **Mailing Address:** _____
- **City / State / ZIP:** _____
- **Phone Number:** _____ **Email:** _____
- **On-Site Responsible Person:** _____
- **On-Site Contact Phone:** _____

Section 3- Event Information

- **Event Name:** _____
- **Type of Event:** Trade Show Exhibition Convention Other: _____
- **Venue Name:** _____
- **Venue Address:** _____
- **Indoor / Outdoor Event:** Indoor Outdoor Both
- **Total Floor Area Used (sq. ft.):** _____
- **Estimated Maximum Occupant Load:** _____
- **Event Dates:** From _____ To _____
- **Event Hours:** _____
- **Move-In Dates/Times:** _____
- **Move-Out Dates/Times:** _____

Section 4- Booth and Display Information

- **Total Number of Booths/Exhibits:** _____
- **Largest Booth Size (sq. ft.):** _____
- **Multi-Level Booths:** Yes No
If yes, submit detailed construction drawings.

Booth Construction Materials (check all that apply):

- Wood
- Fabric / Drapes
- Plastics / Foam
- Metal
- Cardboard / Paper Products
- Other: _____

Section 5- Flame Retardancy Certification

All decorative materials, drapes, curtains, table coverings, banners, and similar materials shall be flame resistant or treated with an approved flame-retardant in accordance with the NC Fire Code and applicable NFPA standards.

- **Flame Retardant Certificate Provided:** Yes No
- **Date of Treatment (if applicable):** _____
- **Treating Company / Product Used:** _____

Certificates shall be available on-site for inspection.

Section 6- Fire Protection Systems

- **Automatic Sprinkler System in Venue:** Yes No
- **Fire Alarm System Present:** Yes No
- **Fire Extinguishers Provided by Venue:** Yes No
- **Additional Fire Extinguishers Required:** Yes No

If yes, indicate type and locations: _____

Section 7- Egress and Aisle Compliance

Applicant certifies that:

- Required exit access, exits, and exit discharge will remain unobstructed
- Aisle widths will comply with NC Fire Code requirements
- Exit signage and emergency lighting will remain visible at all times
- **Minimum Aisle Width Provided:** _____ inches

Section 8- Electrical Installations

- **Temporary Electrical Wiring Used:** Yes No
- **Installed by Licensed Electrician:** Yes No

All electrical installations shall comply with the North Carolina Electrical Code and NFPA 70 (National Electrical Code).

Section 9- Open Flames, Heat Sources, and Special Effects

(Check all that apply and submit additional permits if required)

- Open Flame Devices (candles, torches, etc.)
- Cooking / Warming Equipment
- Pyrotechnics / Flame Effects
- Smoking or Vaping Displays
- Internal Combustion Engines or Vehicles on Display

Description and Safety Controls:

Section 10- Flammable and Combustible Materials

- **Flammable / Combustible Liquids Present:** Yes No
- **Compressed Gases Present:** Yes No

If yes, list type, quantity, and storage method:

Section 11- Fire Watch (If required)

- **Fire Watch Required by Fire Marshal:** Yes No
- **Provided By:** Venue Event Organizer Fire Department

Section 12- Required Attachments

Scaled floor plan showing:

- Booth layout and numbering
- Aisle widths
- Exits and exit access paths
- Fire protection equipment

Booth construction details (if applicable)

Flame retardant certificates

Electrical plans (if applicable)

Additional permits (cooking, pyrotechnics, vehicles, etc.)

Section 13- Applicant Certification

I certify that the above information is true and correct to the best of my knowledge. I understand that this Operational Permit is subject to inspection and approval by the Guil-Rand Fire Department Fire Marshal's Office and that failure to comply with the North Carolina Fire Code, applicable NFPA standards, and all applicable State, Federal, and Local Laws and Ordinances may result in permit denial, suspension, or revocation.

Applicant Name (Print): _____

Signature: _____ **Date:** _____

Permit approval does not relieve the permit holder from compliance with all applicable codes, standards, laws, and ordinances, nor does it authorize unsafe or hazardous conditions.